

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	4/1/03
	<input type="checkbox"/>	Product/Project	Starting Time:	2 p.m.
	<input type="checkbox"/>	Special	Ending Time:	4 p.m.
			Place:	South Trailer

CHAIR: Sherrill Amador

MEMBERS: Barkley, Barton, Bishop, Cater, Champine, Davis, Dimmick, Dowd, Drinan, Eberhart, Engleman, Fukunaga, Giese, Halttunen, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Perry, Smith, Wallenius
GUESTS: Wilson

RECORDER: Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – MARCH 4, 2003</u>	Decision	Attached	2 min.
B. <u>ACTION ITEMS/SECOND READING</u>			
1. Proposed BP 3280 – Grants (to replace BP 311) (postponed from Mar. 4 meeting)	Decision	Attached	10 min.
2. Holiday Schedule – 2003-04	Decision	Attached	10 min.
C. <u>FIRST READING</u>			
1. Proposal to Delete Environmental Impact Committee	Discussion	Attached	5 min.
2. Proposal to Change Name of DSP&S Committee to Disability Resource Center Advisory Committee	Discussion	Attached	5 min.
3. Proposal to Change Name of Facilities Planning Committee to Facilities Committee	Discussion	Attached	5 min.
4. Instructional Planning Council Motion	Discussion	Attached	10 min.
5. Proposal for Divisional Representation for Faculty on Councils (C. Barkley)	Discussion	Handout	10 min.
D. <u>DISCUSSION ITEMS</u>			
1. Budget Status Report (J. Patton)	Discussion		1 hr.
a. 2002-03 Adopted Budget			
b. 2002-03 Mid-Year Budget Reductions Plan and Impacts			
c. 2003-04 Projected Budget Revenue and Impacts			
2. Proposed BP 3100 – Organizational Structure (to replace BP 20) (see BP 6.2)	Information	Attached	5 min.
3. Learning Culture Task Force – AIP Objective 6 (B. Bishop)	Discussion	Handout	10 min.
4. Facilities Master Plan (M. Vernoy, N. Galli)	Discussion	Handout	15 min.
5. Name Change for Division of Human Arts and Sciences to Division of Social and Behavioral Sciences (D. Lutz)	Discussion		5 min.

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|---|---|--------------|---------|
| 6. | Title Change of Director of Apprenticeship, Noncredit, and Vocational Programs to Director of Occupational and Noncredit Programs (D. Lutz) | Discussion | 5 min. |
| 7. | Classified Staff Professional Development Event – April 14, 9-11 a.m. (J. Eberhart) | Announcement | 5 min. |
| E. <u>REPORTS OF PLANNING COUNCILS</u> | | | 20 min. |
| 1. | Administrative Services Planning Council – Jerry Patton | | |
| 2. | Human Resource Services Planning Council – Jack Miyamoto | | |
| 3. | Instructional Planning Council – Diane Lutz | | |
| 4. | Student Services Planning Council – Joe Madrigal | | |
| F. <u>REPORTS OF CONSTITUENCIES</u> | | | 20 min. |
| 1. | Administrative Association – Mollie Smith | | |
| 2. | Associated Student Government – Leo Melena | | |
| 3. | Confidential/Supervisory Team - Jo Anne Giese | | |
| 4. | CCE/AFT – Mike Dimmick | | |
| 5. | Faculty Senate - Chris Barkley | | |
| 6. | PFF/AFT – Mary Ann Drinan | | |
| G. <u>PENDING ITEMS</u> | | | |
| H. <u>OTHER ITEMS</u> | | | |

Note:

Plans from the VP Councils will not be coming forward until April 22. SPC meetings for April will be 2-4 p.m. on:

**April 22
and
April 29**



STRATEGIC PLANNING COUNCIL MINUTES

April 1, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 1, 2003, in the South Trailer. The meeting was called to order at 2:01 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Champine, Davis, Dimmick, Dowd, Drinan, Eberhart, Engleman, Fukunaga, Giese, Halttunen, Lutz, Madrigal, Melena, Miyamoto, Owens, Patton, Smith, Wallenius

Members Absent: Millet, Perry,

Guests Present: Barbara Baldrige, Julie Ivey (for Millet), Mark Vernoy, Darla Wilson

A. Minutes

MSC Dowd, Barkley

The minutes of the meeting of March 4, 2003, were approved.

Statement by Leo Melena, President of ASG

At this time, Leo Melena requested permission to read aloud a letter titled Budget Cut Solution Proposal. Exhibit A.

B. ACTION ITEMS/SECOND READING

1. Proposed BP 3280 – Grants (to replace BP 311) Exhibit B-1

Chris Barkley reported that the Senate has requested that this item be postponed until the procedures are in place. They want to see what the procedures are going to be prior to approving the policy. They want to be sure that the concerns they had regarding making sure that the District was fiscally sound based on the grants that we go for, maintaining the possibility for internal grants, such as the innovation grants that BP 311 allowed for. They wanted to make sure that the new procedures would deal with outside grants as well as internal grants and a way of identifying the impact on the College after the grant ran out in terms of personnel or financial cost. They want to be sure there is a way of maintaining our commitment to providing innovation funds for grants within the College community when there is money to improve student success.

Dr. Amador noted that we have a form and procedures that several people have utilized. At this time, a task force was assembled consisting of Diane Lutz, Joe Madrigal, Wilma Owens, and Mollie Smith to outline the procedure. The procedures will deal with the financial impact on the College and external and internal grants. Jerry Patton pointed out the importance of adhering to the process including the timeline required for approval. It is especially important to allow sufficient time for Fiscal Services to review the request to determine the fiscal impact the grant would have on the College.

MSC Dowd, Barkley to postpone action on this item until the next meeting.

2. Holiday Schedule – 2003-04 Exhibit B-2

Dr. Amador noted that PFF has agreed to this schedule. This schedule applies to the classified staff and administrators. The academic calendar will coincide with the holiday calendar. Mike Dimmick reported that the classified unit has voted to approve the calendar.

MSC Barkely, Cater to approve the holiday schedule.

C. FIRST READING

1. Proposal to Delete Environmental Impact Committee

It was noted that this committee has not met for quite some time and the responsibilities of the committee have been assumed by the Facilities Planning Committee. This will come back for a vote at the next meeting.

2. Proposal to Change Name of DSP&S Advisory Committee to Disability Resource Center Advisory Committee

It was noted that the DSP&S Department's name had recently been changed to the Disability Resource Center; consequently, this request is now being made to change the name of its advisory committee.

MSC Bishop, Smith to move this to action

MSC Bishop, Smith to approve the name change of the DSP&S Advisory Committee to the Disability Resource Center Advisory Committee.

3. Proposal to Change Name of Facilities Planning Committee to Facilities Review Committee

MSC Lutz, Smith to move this to action

MSC Lutz, Smith to approve the name change of the Facilities Planning Committee to the Facilities Review Committee.

4. Instructional Planning Council Motion

Diane Lutz presented a motion made at the March 19 IPC meeting, as follows: "Recommend that a task force representative of all constituent groups and senior and executive administration be formed to look at the entire budget to identify ways to reduce the budget while putting people first to meet the expected deficit." Ms. Lutz stated that she informed them at the last meeting that this body has representatives of all the constituent groups, as well as the senior and executive administration, as does the Revenue Allocation Committee. She indicated that SPC and RAC would probably be the bodies that look at the budget as that is their task.

Chris Barkley reported that the Senate supported the IPC motion but had suggested that the obvious place for such a task force to come from would be RAC as there is constituent group representation there. They plan to bring this forward to RAC.

Dr. Amador reported that she has spoken with Jerry Patton about this and has asked him to do a line-to-line analysis with RAC because it is important that a larger group see this because there seems to be a contingency that thinks there is a great deal of money hidden away. That way, many eyes can be looking at the figures. The governance structure remains intact, and this would be a logical place for it. The results of that would come up through SPC so that we would all be aware of their findings. Starting another task force at this point does not make a lot of sense when we already have an appropriate group in place.

Mary Ann Drinan stated that she would like to support the creation of a task force because she thinks that, in general, you would want to have a smaller group to take a look at it line by line and is something that would be a very time-consuming project. Therefore, it would be a good idea to have constituent groups take a look at it in a smaller group setting so that more ideas could be generated and discussed. She stated that in a group like this, it's very difficult because of the number of people who are here; and the amount of time would limit the discussion of what is in the budget. She stated that she also believes the PFF does not have adequate representation on RAC in comparison to other groups. If we are going to be looking at it within the structure of RAC, she does not think that is equitable in terms of group representation, unless there is going to be a task force created at RAC that would address that issue. She noted that the task force is a good idea because there is so many different areas of the budget that can be examined. The planning councils look at only their particular area. They don't look at the total budget and other areas that are excluded from their purview. She thinks we need to have a more comprehensive view of the budget.

Michelle Barton stated that she feels more comfortable having the entire Revenue Allocation Committee look at it line by line. The more people looking at it, the better; the more potential for discussion. If the group is narrowed, there is more opportunity for someone to put forth representation of their group. This is a difficult process, and she feels the communication and the more people who know the information, the better.

Jerry Patton stated that they have just started looking at designated and restricted funds. When they get into the line-by-line review, he needs RAC to tell him what they want to do. He thinks that, initially, a smaller group could review the figures and then report back to RAC to get some sense of what they are thinking. It would then be taken to SPC.

Bonnie Dowd stated that she supported the idea of RAC doing the review because the people who are serving on RAC knew they were going to be dealing with numbers. That's really what RAC is all about and what their history has been. They sit at the table, look at numbers, and go through the budget. They are representatives from all constituencies. She stated that it will be a monumental task. Other groups that have dealt with this have formed sub-groups, which would solve some of Ms. Drinan's concerns. The purpose is not to look at the budget from the standpoint of negotiable issues, but instead to assist Mr. Patton and his staff with reviewing budget line items. Ms. Dowd stated that we are very lucky to have Mr. Patton on this campus. She is an accountant and recognized his abilities when she served on his hiring committee. She stated that Mr. Patton gives his life to this College, and he is a good man. We can work very well with him to get this taken care of.

Mary Ann Drinan reiterated that all of the groups are not represented at RAC in the same way. She thinks that is a very difficult situation for her constituency. That needs to be addressed very directly so that they have representation on a task force, rather than a sub-committee, if that is how we are proceeding. Ms. Drinan noted that when she spoke with some of the visiting accreditation team members, some of them expressed great surprise that we did not have a task force to deal with the budget here on campus. They felt that was the way any college could take a look at the totality of the budget. She feels the only way to do that and to have a sense of confidence in the group is to ensure that the group has representation that makes sense and is not disproportionate.

Dr. Amador responded that nothing said by members of an accreditation team stands because that is just an opinion. If it is in the written report, she will bring it forward. People can have opinions when they talk to individuals, but only the report is official. Dr. Amador also stated that she wants to make sure that each constituent group is represented in the sub-committee. We also need to be very clear that, if we are to have an open process, as we open up this budget, there are a lot of things on the table that are being negotiated, and people ought to know what those are and what the costs are.

Mr. Madrigal read the names of the members of RAC. It was noted that there are six faculty members, one of which is appointed by PFF, five classified unit employees, four vice presidents, one Administrative Association member, one Confidential and Supervisory Team member, and one student.

Ms. Drinan noted that the other faculty members represent different perspectives. The Senate looks at academic and professional matters and PFF represents a group regarding the EERA. They are different approaches, and she feels they need better representation.

Dr. Amador referred this matter to the Revenue Allocation Committee. Mr. Patton indicated that he will make sure there is representation of all constituent groups on all work groups that he assembles.

5. Proposal for Divisional Representation for Faculty on Councils

Chris Barkley reported that the Senate is requesting additional faculty representation on the rest of the governance councils and committees on which they do not have divisional representation as follows:

“In an effort to ensure divisional faculty representation on all governance committees and task forces including certain committees directly impacting faculty, the Faculty Senate requests that the following committees be increased to 7 faculty representatives:

Administrative Planning Council (3) to 7
Human Resources Planning Council (3) to 7
Student Services Planning Council (6) to 7
Facilities Planning (4) to 7
Faculty and Staff Diversity (5) to 7
Institutional Review (6) to 7”

Dr. Amador stated that the faculty should determine among themselves who is representing the faculty and who is representing PFF. AB 1725 is very clear as to who selects representation on governance committees, and that is the academic senate for budget development and planning processes. Therefore, it behooves the faculty to work among themselves to decide how they are going to designate people in terms of representation. This is a faculty issue, not an issue for Strategic Planning Council to determine. The Faculty Senate and the PFF should not place this on an outside group such as SPC. At some point, the faculty among themselves are going to have to trust each other as to who is making what kind of representation.

Chris Barkley stated that she would be glad to work with Mary Ann Drinan and PFF to see how many people we have on each of these councils to work out an arrangement between them for PFF representation and Faculty Senate appointments. However, she thinks they won't end up having seven members on some councils even with the number that PFF and Faculty Senate appoints, so she will be coming back to the SPC with a request for an increase.

Brian Engleman stated that the classified staff sees nothing wrong with broader representation from campus groups. Many of the councils and committees equally affect the classified staff as much as the faculty, and the groups are similar in size. The issues discussed are going to have similar or equal impacts on all the groups, and equal representation should be taken into account. Therefore, the classified staff would like to ask for equal representation with the faculty on these councils and committees. On groups such as the Instructional Planning Council, they understand that there would be more faculty representatives.

Dr. Amador stated that this will be one of the considerations when all of this comes back.

Jo Anne Giese stated that she agrees that we should have representation appointed by all groups proportionately. CAST has not been asked to appoint members to any of the councils, although one CAST member serves on the Human Resource Services Planning Council by virtue of her position.

This will be brought back when the faculty has decided how they want to appoint their representatives.

D. DISCUSSION ITEMS

1. Budget Status Report Exhibit D-1

Jerry Patton presented a report on the State Budget Crisis, FY 2002-03 Mid-year Reductions and FY 2003-04 Reductions, including a review of the economy of the state, the Governor's Budget as of January, 2003, legislative action on the budget, the upcoming Governor's May revision of the budget, and the implications for Palomar College. Mr. Patton went over the reductions

Explanation of SERP

Dr. Amador asked Dr. Miyamoto and Mr. Patton to briefly explain how SERP works and its implications regarding the budget.

2. Proposed BP 3100 – Organizational Structure (to replace BP 20) (see BP 6.2)

Dr. Amador pointed out that this policy, which had been approved by SPC at a previous meeting was not taken to the Board for approval because we had not indicated that BP 6.2, which still stands, states: “The Board delegates the authority for the District administration to the Superintendent of the District.” BP 3100 will go forward to the Board at its next meeting.

3. Learning Culture Task Force – AIP Objective 6

Dr. Amador reported that, as a result of objective 6 on the Annual Implementation Plan, she had asked Bruce Bishop to put together a proposal for a task force to develop methods to foster a learning culture that promotes institutional and student expectations, responsibilities, and respect. Mr. Bishop stated that there was a desire to establish clearer expectations both for the students and for the institution as a whole regarding our expectations and responsibilities that we hold for everybody associated with the College. He distributed copies of a Governance Structure Group Request to establish a Learning Culture Task Force (Exhibit D-3), consisting of the Director of Student Affairs (Chair), a Faculty Co-Chair, seven faculty (including Co-Chair and athletic counselor/coach, three students, one classified staff (front line employee), Vice President for Instruction (or designee), Vice President for Student Services (or designee), Director of Institutional Research, one representative from Campus Police, and the President/Superintendent (ex-officio). Mr. Bishop reported that the task force will look at all documents that presently exist; for example, the student code of conduct and the academic integrity policy. They will attempt to devise a document that will clearly list the expectations for responsibility of everyone associated with Palomar College and promote that. Dr. Amador noted that this comes out of the Strategic Plan and was one of the highest objectives on the survey of having a learning culture that stated expectations of what the students, institution, and staff should do. A task force is needed to look at everything we have because we have a variety of things in different places. Secondly, we need to ascertain whether or not things are working; in other words, we need to have an outcome to measure it. Mr. Bishop noted that one of the conversations that they had associated with some of the objectives that emerged from the survey was the fact that, although these things were identified by staff and by those people who took the survey as a high priority, it doesn't necessarily mean that we're not doing it. We may find out that where we are with this issue is fine. But without looking at it systematically, we won't know that. Mr. Bishop stated that he, personally, is comfortable with the code of conduct; however, is the community of Palomar College adequately and appropriately familiar with it, are we doing a good enough job of getting it out there, are students aware, are faculty members aware, are staff members aware of the policies and how to react when they perceive a violation of that policy? The same thing applies to the academic integrity model, both as it applies to students and as it applies to faculty. Then, how do we measure whether or not we are doing a good enough job?

Chris Barkley stated that she had asked for this after we had the last report from the implementation plans as it is significant to our role. However, she does not agree with Mr. Bishop that we are already doing it the way we should be doing it, and that is what appeared on the survey. She feels we need to go beyond the code of conduct. She suggested a slight change in the wording on the role of the task force as presented in Exhibit D-3, which was accepted: “The role of this task force shall be to develop a methods ~~to address the desire~~ to foster a learning culture that promotes institutional and student expectations, responsibilities, and respect.” Ms. Barkley also asked why there is a representative of Campus Police on the task force. Mr. Bishop responded that a large portion of what this task force will be looking at deals with code of conduct kinds of issues, and he works very closely with the Campus Police on those issues; and he sees that as strongly related to this matter. He stated that it is very important that we constantly emphasize to the Campus Police that they are part of Palomar College, part of the learning culture of Palomar College. They are not here just to be police officers. He would rather have them included in this than exclude them.

Dr. Amador stated that she understands that the key piece of this is learning culture and we are talking about institutional and student expectations, responsibilities, and respect to foster or ensure a learning culture; it is multi variables.

Wilma Owens stated that students who are afraid to come on campus because they perceive a "police state," they cannot come open to learning. Consequently, she feels the Campus Police should be included because they foster a welcoming atmosphere to the campus so that students can come and feel comfortable.

Mary Ann Drinan stated that she is also bothered by having the Campus Police on the task force because we are talking about student code of conduct, and that is something that is internalized. We don't need to have police officers out there. She feels the impression that it gives is a little unusual. If you are talking about the fundamental values project which we have adopted in terms of student conduct, then that is something that needs a whole different level of discussion. She stated that she is not clear on the problems that exist that would cause us to look at student conduct and equate that with the police department and is concerned about that link.

Bonnie Dowd stated that some of this seems to be reaching into academic and professional matters. She would prefer more discussion with the Senate so that they understand how to differentiate between what is an A&P matter. If we are looking at this from an academic and professional viewpoint, her recommendation would be that the faculty co-chair be the Senate president or designee and that there be seven faculty members beyond that because an academic and professional matter falls within the guidance of the Senate. Ms. Dowd stated that she is not as troubled by the Campus Police being on the task force because she uses them all the time for coverage for a difficult situation in her department.

Chris Champine stated that, from a student's perspective, if this group is going to decide what the learning culture is going to be like at Palomar, what kind of responsibilities he is going to have as a student that he needs to live up to, he would like to have the input of the people at least partly responsible for enforcing that. He thinks they would have just as valid an opinion in this as the other groups.

Diane Lutz pointed out that the proposed meeting time is the same as the Instructional Planning Council's and would prevent the Vice President for Instruction or designee from attending. Bruce will look at the meeting time before we ask for appointments.

Mary Ann Drinan asked why this is not something that is happening within ASG as a starting point since students are very much at the center of this issue. Chris Champine responded that it has been discussed at the last three or four ASG meetings.

Mike Dimmick asked if the representative from Campus Police would be the Chief of Police or one of the staff members, because if it is a staff member, the CCE would appoint the representative. Dr. Amador agreed.

Chris Barkley stated that she thinks we are getting away from what she perceived this task force was going to do. In looking at the Strategic Plan, the goal actually says, "to foster a learning culture that promotes institutional and student expectations, responsibilities, and respect." She feels the emphasis should be on the learning culture and not on enforcement of behavior. Mr. Bishop stated that he agrees. Nowhere in the role for the task force is it stated "enforcement of behavior." Dr. Amador stated that therein lies the issue of needing a task force to start working on it without us doing their work. Having seven faculty and three students on it, from the standpoint of the learning culture, will be a good start for a meaningful discussion.

4. Facilities Master Plan

Mark Vernoy presented a brief update on the Facilities Master Plan and the timeline the Educational and Facilities Master Plan Task Force has been following (Exhibit D-4) and answered questions from those present. He invited those interested to attend the next meeting of the EFMPTF of Thursday, April 3, at 1 p.m., in Q-4.

5. Name Change for Division of Human Arts and Sciences Division to Division of Social and Behavioral Sciences

Diane Lutz called attention to this name change.

6. Title Change of Director of Apprenticeship, Noncredit, and Vocational Programs to Director of Occupational and Noncredit Programs

Diane Lutz called attention to this name change.

7. Classified Staff Professional Development Event

Judy Eberhart announced that this event has been canceled due to problems with a facility in which to hold it.

Due to the lateness of the hour, the remainder of the agenda was postponed to a future meeting. It was noted that the minutes of the planning councils are available for review on the web.

The meeting was adjourned at 4:30 p.m.

BP 3280 Grants

(to replace BP 311)

Reference:

Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds and assure that the grants that are applied for directly support the purposes of the District.

BP 311

Instructional Grants (91-15055)

Instructional grants up to \$1,000 may be available to faculty and to full-time members of the instructional staff of the District for projects of significance to the improvement of the instructional program of the District. An Instructional Grant may be awarded for the project if, in the opinion of the appropriate Chairperson/Director and Division Dean or Assistant Superintendent/Vice President for Instruction for staff reporting to the Assistant Superintendent/Vice President for Instruction, the project involves substantial time and effort beyond that considered to be the normal obligation to the District. The Assistant Superintendent/Vice President for Instruction shall publish a summary of Instructional Grant activities for the year. Projects which are funded and completed under the terms of this policy do not qualify for professional development credit or other District compensation. GB 5-26-92 Amended



PALOMAR COMMUNITY COLLEGE DISTRICT

HOLIDAY SCHEDULE 2003-2004

Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, November 10	Veterans' Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Local Holiday
Wednesday, December 24	(Admission Day)
Thursday, December 25	Christmas Day
Friday, December 26	Local Holiday
Monday, December 29	Added Board Holiday
Tuesday, December 30	Added Board Holiday
Wednesday, December 31	Local Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King's Day
Friday, February 13	Lincoln's Day
Monday, February 16	Washington's Day
Friday, March 19	Spring Holiday
Monday, May 31	Memorial Day



C#-1

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Sherrill L. Amador					Date 4-1-03		
Proposed Name of Requested Group Environmental Impact Committee							
	Council	x	Committee		Subcommittee		Task Force
Action Requested:				Add	x	Delete	Change
Role, Products, Reporting Relationships: (Committee's responsibilities have been added to those of the Facilities Planning Committee)							
Meeting Schedule:							
Chair:							
Members:							

Reviewed by Strategic Planning Council:

Comments:

4/1/03 First Reading

_____ Approved/Denied

Approved by PAC: 10/2/01



CA-2

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Sherrill L. Amador, Ed.D.					Date 4/1/03		
Proposed Name of Requested Group Disability Resource Center Advisory Committee (name change only - formerly DSP&S Advisory Committee)							
	Council	x	Committee		Subcommittee		Task Force
Action Requested:				Add		Delete	x Change
Role, Products, Reporting Relationships:							
Meeting Schedule:							
Chair:							
Members:							

Reviewed by Strategic Planning Council:

Comments:

4/1/03
3/18/03

First Reading

4/1/03

Approved/Denied



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Sherrill L. Amador					Date 4/1/03		
Proposed Name of Requested Group Facilities Committee (Formerly known as Facilities Planning Committee)							
	Council	x	Committee		Subcommittee		Task Force
Action Requested:				Add		Delete	x Change
Role, Products, Reporting Relationships:							
Meeting Schedule:							
Chair:							
Members:							

Reviewed by Strategic Planning Council:

Comments:

4/1/03 First Reading

4/1/03 Approved/Denied

Approved by PAC: 10/2/01

INSTRUCTIONAL PLANNING COUNCIL

MARCH 19, 2003

MOTION

Recommend that a task force representative of all constituent groups and senior and executive administration be formed to look at the entire budget to identify ways to reduce the budget while putting people first to meet the expected deficit.

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Breton TF
 McBarton RAC larger group input
 Dowd RAC

Exhibit C-5
Proposal for Divisional Representation for Faculty
on Councils and Committees
from Faculty Senate

In an effort to ensure divisional faculty representation on all governance committees and task forces including certain committees directly impacting faculty, the Faculty Senate requests that the following committees be increased to 7 faculty representatives:

Administrative Planning Council (3) to 7
Human Resources Planning Council (3) to 7
Student Services Planning Council (6) to 7
Facilities ^{Review} Planning (4) to 7
Faculty and Staff Diversity (5) to 7
Institutional Review (6) to 7

*in an effort to have
Divisional reps*

Palomar College

State Budget Crisis

FY02-03 Midyear Reductions & FY03-04 Reductions

Economy of the State of California

Throughout the 2002 year, the state's economy showed signs of economic downturn due to several factors. Shortly after the November elections, the Governor conceded that the budget deficit had indeed grown to \$10.2 billion dollars. Earlier in the fall, the Legislative Analysts Office had challenged the projections of the Governor's Office saying the revenue deficits were significantly underestimated by billions. On December 6th, the Governor released budget reductions totaling \$10.2 billion. The Administration kept the information confidential and the Community College System had absolutely no input in the process. The cuts for Community Colleges totaled \$215 million or 4.2% of the General Apportionment. For Palomar College, the amount was estimated at \$2,914,457 reduction. But the Governor's Office indicated that more would be coming at his January 10th budget announcement. Some of the reasons touted for taking a 2000-2001 \$7-8 billion surplus down to a \$10 billion deficit were: energy crisis, Enron's collapse impact on the stock market; declining property taxes; declining personal income taxes, and declining sales taxes.

Governor's Budget - January 10, 2003

The Governor releases information on the state's economy and budget usually two times during a fiscal year: in January in the seventh month of the fiscal year where review of the revenue streams are analyzed; and again in May at the Governor's May Revise where there has been nearly a full year of revenue, particularly property taxes, received by the state.

On January 10th, the Governor shocked the entire state with news of the burgeoning state deficit, now at \$34.6 billion and reductions to all of the state entities, municipalities and many, many programs operating on state aid.

For education, the reductions were shocking. Educators were in disbelief that there could actually be reductions this severe. For California Community Colleges, the Governor's proposed cuts were extremely disproportionate compared to the other higher educational systems.

Legislative Action

After the Governor's January 10th proposal, both the Assembly and Senate Budget Subcommittees began sessions and hearings on the budget. The Assembly developed a proposal on January 24 that reduced the Governor's

budget reductions but only addressed partial tax increases. The Senate developed a proposal that also reduced the Governor's budget reductions even further but also did not address the Governor's tax increases. The intent was for both the Assembly and Senate to work out their differences and submit a budget plan directly to the Governor without working through the Legislative Big 5 committee, however, the Vehicle License Fee became the stumbling block, so both the Assembly and Senate pulled their proposals in the early part of February. With neither the Assembly nor Senate budging, many thought the impasse was a clear sign of a stalemate that could last well into the Fall of 2003.

However, during the week of March 10, both the Assembly and Senate concurred that a natural trigger for the VLF would occur with neither house having to take action, so SB18X was sent to the Governor on March 13th by both houses. On March 19th, the Governor signed SB18X into law for the FY02-03 reductions, with a few caveats. The Governor still has the right to propose more budget reductions for FY02-03, and within SB18X, there is a provision that is triggered by a property tax decline below \$1.942 billion that would further reduce Partnership for Excellence funding by \$20 million.

Governor's May Revise

The next significant date for watchers of the state budget crisis will be May 14, the date of the Governor's May Revise. Then we will hear how much, if any, the state budget deficit has changed, we will hear how much more or less the Governor proposes to adjust the FY2002-03 budget, we will learn if the trigger for PFE reduction is pulled due to further property tax decline, and we will hear again how much the Governor has changed the proposed reductions for next fiscal year, FY03-04.

Implications for Palomar College

The following information portray the Governor's and Legislator's actions for FY02-03 mid-year cuts and the Governor's proposed reductions for FY03-04.

Palomar College

Budget Development FY02-03 & FY03-04

BEFORE BUDGET REDUCTIONS

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ 3,539,956
3	Revenue		\$ 67,141,383	→	\$ 70,819,771	→	\$ 72,566,452
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 77,751,286		\$ 76,106,408
5							
6	Expenditures				\$ 74,067,913		\$ 73,413,330
7	Matrix						\$ 865,200
8	PERS Increase*						\$ 575,357
9	Medical Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Pmts						\$ 500,000
12	Budget Reductions -Ongoing				\$ -		\$ -
13	TOTAL		\$ 65,390,531		\$ 74,211,330		\$ 75,716,954
14	Budget Reductions - Onetime				\$ -		\$ -
15	Variance		\$ 6,931,515		\$ 3,539,956		\$ 389,455
16	Reserve - 5%				\$ 3,269,527		\$ 3,710,566
17	Reductions needed to meet 5% Reserve				\$ -		\$ (3,321,112)
18	Reserve - 3%				\$ 1,961,716		\$ 2,226,340
19	Reductions needed to meet 3% Reserve				\$ -		\$ (1,836,885)

20							
21	Notes FY02-03 & FY03-04 Budget						
22	1	Budget Reductions:		←	\$ -		\$ -
23	2	Growth Deficit Adjustment		0%			
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
30	8	Cell E15 - Beg FB plus Revenue minus Total Expenditures equals Ending FB					
31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
35	12	Cell G8 - base revenue plus growth and COLA (if any) minus State revenue reduction					
36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Budget Development FY02-03 & FY03-04

Assembly Version 1-24-03

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ (65,352)
3	Revenue		\$ 67,141,383	→	\$ 67,214,463	→	\$ 70,093,345
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 74,145,978		\$ 70,027,993
5							
6	Expenditures				\$ 74,067,913		\$ 73,413,330
7	Matrix						\$ 865,200
8	PERS Increase						\$ 575,357
9	Medical Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Pmt						\$ 500,000
12	Budget Reductions - Ongoing				\$ -		
13	TOTAL		\$ 65,390,531		\$ 74,211,330		\$ 75,162,304
14	Budget Reductions - Onetime				\$ -		\$ -
15	Variance		\$ 6,931,515		\$ (65,352)		\$ (5,134,310)
16	Reserve - 5%				\$ 3,269,527		\$ 3,710,566
17	Reductions needed to meet 5% Reserve				\$ (3,334,878)		\$ (8,844,877)
18	Reserve - 3%				\$ 1,961,716		\$ 2,226,340
19	Reductions needed to meet 3% Reserve				\$ (2,027,068)		\$ (7,360,650)
20							
21	Notes for Adopted Bdgt - FY02-03						
22	1	Budget Reductions:		←	\$ 3,605,308		\$ -
23	2	Growth Deficit Adjustment		0%			
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
30	8	Cell E15 - Beg FB plus Revenue minus Total Expenditures equals Ending FB					
31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
35	12	Cell G8 - base revenue plus growth and COLA (if any) minus State revenue reduction					
36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Budget Development FY02-03 & FY03-04

Assembly Version 1-24-03

Plus Governor's FY03-04 Proposal

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ (65,352)
3	Revenue		\$ 67,141,383	→	\$ 67,214,463	→	\$ 63,528,937
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 74,145,978		\$ 63,463,585
5							
6	Expenditures				\$ 74,067,913		\$ 73,413,330
7	Matrix						\$ 865,200
8	PERS Increase*						\$ 575,357
9	Medical Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Pmt						\$ 500,000
12	Budget Reductions - Ongoing				\$ -		\$ -
13	TOTAL		\$ 65,390,531		\$ 74,211,330		\$ 75,716,954
14	Budget Reductions - Onetime				\$ -		\$ -
15	Variance		\$ 6,931,515		\$ (65,352)		\$ (12,253,368)
16	Reserve - 5%				\$ 3,269,527		\$ 3,710,566
17	Reductions needed to make 5% Reserve				\$ (3,334,878)		\$ (15,963,935)
18	Reserve - 3%				\$ 1,961,716		\$ 2,226,340
19	Reductions needed to make 3% Reserve				\$ (2,027,068)		\$ (14,479,708)

20							
21	Notes for Adopted Bdgt - FY02-03						
22	1	Budget Reductions:		←	\$ 3,605,308		\$ 6,564,408
23	2	Growth Deficit Adjustment		0%			
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
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31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
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36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Budget Development FY02-03 & FY03-04

Assembly Version 1-24-03

Plus Governor's FY03-04 Proposal

MID-YEAR REDUCTIONS

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ 3,502,523
3	Revenue		\$ 67,141,383		\$ 67,214,463		\$ 63,528,937
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 74,145,978		\$ 67,031,460
5							
6	Expenditures				\$ 74,067,913		\$ 71,549,324
7	Matrix						\$ 865,200
8	PERS Increase						\$ 575,357
9	Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Pmt						\$ 500,000
12	Budget Reductions - Ongoing				\$ (2,662,006)		\$ -
13	TOTAL		\$ 65,390,531		\$ 71,549,324		\$ 73,852,948
14	Budget Reductions - Onetime				\$ 905,869		\$ -
15	Variance		\$ 6,931,515		\$ 3,502,523		\$ (6,821,487)
16	Reserve - 5%				\$ 3,269,527		\$ 3,532,173
17	Reductions needed to meet 5% Reserve				\$ -		\$ (10,353,660)
18	Reserve - 3%				\$ 1,961,716		\$ 2,119,304
19	Reductions needed to meet 3% Reserve				\$ -		\$ (8,940,791)
20							
21	Notes for Adopted Bdgt - FY02-03						
22	1	Budget Reductions:			\$ 3,605,308		\$ 6,564,408
23	2	Growth Deficit Adjustment		0%			
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
30	8	Cell E15 - Beg FB plus Revenue minus Total Expenditures equals Ending FB					
31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
35	12	Cell G8 - base revenue plus growth and COLA (if any) minus State revenue reduction					
36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Budget Development FY02-03 & FY03-04

Assembly Version 1-24-03

Plus Governor's FY03-04 Proposal

MID-YEAR & FY03-04 REDUCTIONS

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ 3,502,523
3	Revenue		\$ 67,141,383	→	\$ 67,214,463	→	\$ 63,528,937
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 74,145,978		\$ 67,031,460
5							
6	Expenditures				\$ 74,067,913		\$ 71,549,324
7	Matrix						\$ 865,200
8	PERS Increase						\$ 575,357
9	Medical Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Funding						\$ 500,000
12	Budget Reductions - Ongoing				\$ (2,662,006)		\$ (4,200,000)
13	TOTAL		\$ 65,390,531		\$ 71,549,324		\$ 69,652,948
14	Budget Reductions - Onetime				\$ 905,869		\$ -
15	Variance		\$ 6,931,515		\$ 3,502,523		\$ (2,621,487)
16	Reserve - 5% Plus Parity;EOPS/DSPS; Ins Deductible				\$ 3,269,527		\$ 3,532,173
17	Reductions needed to meet 5% Reserve				\$ -		\$ (6,153,660)
18	Reserve - 3% Plus Parity; EOPS/DSPS; Ins Deductible				\$ 1,961,716		\$ 2,119,304
19	Reductions needed to meet 3% Reserve				\$ -		\$ (4,740,791)
20							
21	Notes for Adopted Bdgt - FY02-03 & FY03-04						
22	1	Budget Reduction Proposals:		←	\$ 3,605,308		\$ 6,564,408
23	2	Growth Deficit Adjustme	0.00%				\$ -
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
30	8	Cell E15 - Beg FB plus Revenue minus Total Expenditures equals Ending FB					
31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
35	12	Cell G8 - base revenue plus growth and COLA (if any) minus State revenue reduction					
36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Budget Development FY02-03 & FY03-04

SB18X 3/19/03 & Governor's FY04

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ 1,305,407
3	Revenue		\$ 67,141,383		\$ 68,585,222		\$ 63,546,001
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 75,516,737		\$ 64,851,408
5							
6	Expenditures				\$ 74,067,913		\$ 73,413,330
7	Matrix						\$ 865,200
8	PERS Increase*						\$ 575,357
9	Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Payment						\$ 500,000
12	Budget Reductions - Ongoing				\$ -		\$ -
13	TOTAL		\$ 65,390,531		\$ 74,211,330		\$ 75,716,954
14	Budget Reductions - Onetime				\$ -		\$ -
15	Variance		\$ 6,931,515		\$ 1,305,407		\$ (10,865,545)
16	Reserve - 5%				\$ 3,269,527		\$ 3,710,566
17	Reductions needed to meet 5% Reserve				\$ (1,964,119)		\$ (14,576,112)
18	Reserve - 3%				\$ 1,961,716		\$ 2,226,340
19	Reductions needed to meet 3% Reserve				\$ (656,309)		\$ (13,091,885)
20							
21	Notes for Adopted Bdgt - FY02-03						
22	1	Budget Reductions			\$ 2,234,549		\$ 6,564,408
23	2	Growth Deficit Adjustment		0%			
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
30	8	Cell E15 - Beg FB plus Revenue minus Total Expenditures equals Ending FB					
31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
35	12	Cell G8 - base revenue plus growth and COLA (if any) minus State revenue reduction					
36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Budget Development FY02-03 & FY03-04

Governor's SB 18X 3-18-03

Plus Governor's FY03-04 Proposal

MID-YEAR & FY03-04 REDUCTIONS

	A	B	C		E	F	G
1			FY01-02 Actual		FY02-03 Estimate		FY03-04 Estimate
2	Beg FB		\$ 5,180,663		\$ 6,931,515		\$ 4,873,282
3	Revenue		\$ 67,141,383		\$ 68,585,222		\$ 63,546,001
4	TOTAL Revenue & FB		\$ 72,322,046		\$ 75,516,737		\$ 68,419,283
5							
6	Expenditures				\$ 74,067,913		\$ 71,549,324
7	Matrix						\$ 865,200
8	PERS Increase						\$ 575,357
9	Benefit Premiums				\$ 143,417		\$ 308,417
10	Property & Casualty Premiums						\$ 54,650
11	Retiree Medical Liability Level Funding						\$ 500,000
12	Budget Reductions - Ongoing				\$ (2,662,006)		\$ (4,200,000)
13	TOTAL		\$ 65,390,531		\$ 71,549,324		\$ 69,652,948
14	Budget Reductions - Onetime				\$ 905,869		\$ -
15	Variance		\$ 6,931,515		\$ 4,873,282		\$ (1,233,664)
16	Reserve - 5% Plus Parity; EOPS/DSPS; Ins Deductible				\$ 3,269,527		\$ 3,532,173
17	Reductions needed to meet 5% Reserve				\$ -		\$ (4,765,837)
18	Reserve - 3% Plus Parity; EOPS/DSPS; Ins Deductible				\$ 1,961,716		\$ 2,119,304
19	Reductions needed to meet 3% Reserve				\$ -		\$ (3,352,968)
20							
21	Notes for Adopted Bdgt - FY02-03 & FY03-04						
22	1	Budget Reduction Proposals:			\$ 2,234,549		\$ 6,564,408
23	2	Growth Deficit	0.00%				\$ -
24	FY02-03						
25	3	Cell E2 - from Cell C15					
26	4	Cell E3 - estimated Revenue minus State revenue reduction					
27	5	Cell E4 - total funds available					
28	6	Cell E6 - resets expenditure budget plus increases					
29	7	Cell E14 - final quotes on medical benefits					
30	8	Cell E15 - Beg FB plus Revenue minus Total Expenditures equals Ending FB					
31	9	Cell E16 - 5% times FY01-02 Expenditures					
32	10	Cell E18 - 3% times FY01-02 Expenditures					
33	FY03-04						
34	11	Cell G7 - from Cell E15					
35	12	Cell G8 - base revenue plus growth and COLA (if any) minus State revenue reduction					
36	13	Cell G9 - total funds available					
37	14	Cell G6 - Cell E13 minus on-going expenditure reductions					
38	15	Cell G7 - all employees moving on salary schedule					
39	16	Cell G8 - PERS increase due to losses on investments					
40	17	Cell G9 - medical benefit premiums					
41	18	Cell G10 - premium quotes for property & casualty carrier					
42	19	Cell G11 - Retiree Medical Liability level payments (accreditation & auditors)					
43	20	Cell G15 - Beg FB plus Revenues minus Total Expenditures equals Ending FB					
44	21	Cells G 16 & 18 - 5 & 3% respectively					
45	22	Cells G17 & 19 - deficit at respective reserve level					

Palomar College

Partnership for Excellence - FY03-04

Sources of Funds

Annual State Apportionment	\$	4,771,101	
Less: Mid-Year Budget Reduction	\$	(103,485)	
TOTAL			\$ 4,667,616

Expenditures

Salaries & Benefits	\$	5,194,560	
PFE Vacancies	\$	(185,661)	
Matrix	\$	164,045	
Transfer to Unrestricted Fund 11 for 2% SEP	\$	640,703	
DSPS	\$	1,177	
Transfer Center	\$	7,882	
Counseling	\$	4,000	
Dance	\$	700	
Library Books/Subscriptions	\$	77,860	
TOTAL			\$ 5,905,266

Deficiency

\$ (1,237,650)

Reductions in Fund 11 to cover deficiency

Balance of Unused Transfer In from PFE	\$	140,703	
Balance of Unrestricted GF Matrix - FY02-03	\$	61,646	
Salary/Benefit Holding Account (float for transfers)	\$	217,075	
Unused Consulting Services	\$	250,000	
Unused Contract Services	\$	19,961	
Basic Skills	\$ 270,153	\$ 113,857	\$ 156,296
Balance FY00-01 GO Bond	\$	2,029	
Sale of Equipment	\$	3,448	
Adjunct Holding Account	\$	48,517	
Faculty Senate	\$	10,000	
Allowance for Student Receivables	\$	338,988	
VP-FAS FY03-04 Various 2300, 5000, 7000 accounts	\$	110,000	\$ 1,358,663

Deficiency going into FY03-04

\$ 121,013

NOTE: Property tax shortfall trigger could mean an additional \$330,000 reduction

BP 3100 Organizational Structure

(to replace BP 20)

Reference:

Education Code 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

(Note: Refer to existing BP 6.2 – Management: The Board delegates the authority for the District administration to the Superintendent of the District)

To be deleted:

BP 20

Organization for Administration

The administrative membership and organizational chart appear in Appendices F and G.

Request submitted by: Bruce Bishop					Date: March 18, 2003	
Proposed Name of Requested Group: Learning Culture Task Force						
	Council		Committee		Subcommittee	X
						Task Force
Action Requested:		X	Add		Delete	Change
<p>Role, Products, Reporting Relationships: The role of this task force shall be to develop a method to address the desire to foster a learning culture that promotes institutional and student expectations, responsibilities, and respect. Further, the task force shall develop criteria to assess and a method to evaluate the outcomes of the committee's efforts. The product of this task force shall be a document that synthesizes the institutional expectations to be disseminated throughout the district. The task force shall report to the Superintendent/President.</p>						
<p>Meeting Schedule: 2nd and 4th Wednesday from 3-4</p>						
<p>Chair: Bruce Bishop, Director of Student Affairs Faculty Co Chair</p>						
<p>Members: 7 faculty (including co-chair and athletic counselor/coach), 3 students, 1 classified staff (front line employee), Vice President Instruction (or designee), Vice President Student Services (or designee), Director of Institutional Research, 1 representative from Campus Police, President/Superintendent (ex-officio).</p>						

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council

Comments:

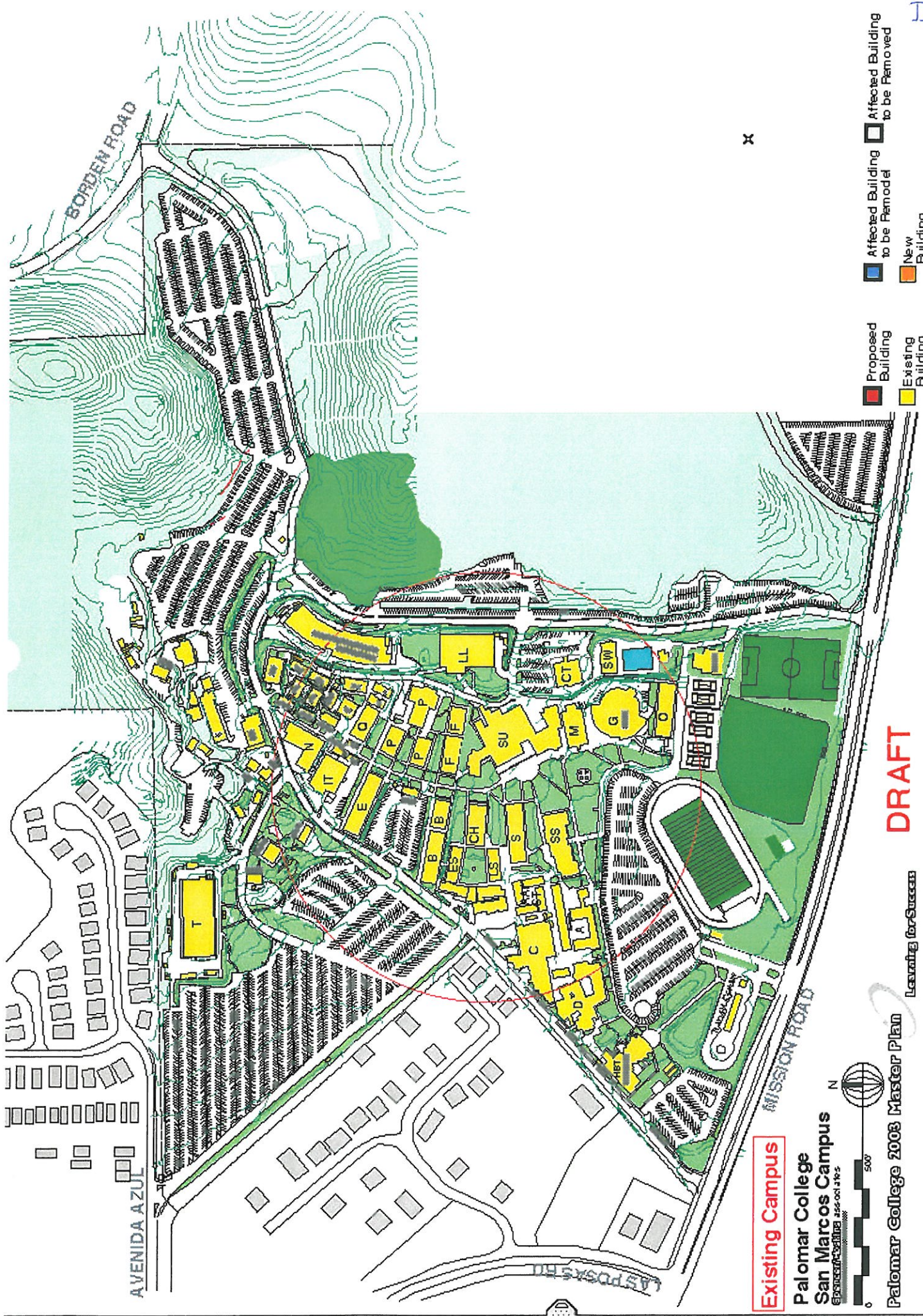
4/1/03

First Reading

Approved/Denied

Activity Timelines and Due Dates: Educational and Facilities Master Plan Task Force

	Activity	Date
×	EFMPTF: Discussion of Site Drive (SU-18)	10/31/02
×	SPC: Educational Master Plan Status Report and Possible District Structure Options Presented to SPC (SU-18)	11/5/02
×	EFMPTF: Educational Master Status Report and Possible District Structure Options Presented to General Campus (Governing Board Room)	11/7/02
×	Poway City Council: : Educational Master Plan Status Report and Possible District Structure Options Presented to Poway City Council (Poway)	11/12/02
×	Governing Board: Workshop on Educational Master Plan (Status Report) and Possible District Structure Options (Special Meeting: Governing Board Room)	11/19/02
×	EFMPTF: Report on Special Governing Board Meeting. Form workgroup to write the educational plans for centers/campuses/colleges based on the approved District Structure (SU-18)	11/21/02
×	EFMPTF: Discussion of Educational Master Plans (SU-18)	12/5/02
×	Governing Board: Governing Board Approves District Structure (Regular Meeting: Governing Board Room)	12/10/02
×	EFMPTF: Finalize Educational Plans (SU-18)	12/19/02
×	EFMPTF: Discuss draft of Educational Master Plan for New District Structure (SU-18)	1/30/03
×	SPC: Educational Master Plan for New District structure Presented to SPC (SU-18)	2/4/03
×	EFMPTF: Educational Master Plan for New District Structure Presented to General Campus (Governing Board Room)	2/6/03
×	EFMPTF: Meeting (SU-18)	2/20/03
×	SPC: Educational Master Plan Presented to SPC (SU-18)	3/4/03
×	EFMPTF: Draft of Facilities Master Plan Presented to EFMPTF (SU-18)	3/6/03
×	Governing Board: Present Educational Master Plan to Governing Board (Governing Board Room)	3/11/03
×	EFMPTF: Final of Facilities Master Plan Presented to EFMPTF (SU-18)	3/20/03
×	Governing Board: Workshop on Facilities Master Plan (Governing Board Room)	3/25/03
×	SPC: Facilities Master Plan Presented to SPC (SU-18)	4/1/03
	EFMPTF: Facilities Master Plan Presented to General Campus (Q-4)	4/3/03
	Governing Board: Present Educational & Facilities Master Plan to Governing Board (1 st Reading) (Governing Board Room)	4/22/03
	Governing Board: Governing Board Votes on Approval of Educational & Facilities Master Plan (Governing Board Room)	5/13/03



- Proposed Building
- Existing Building
- Affected Building to be Remodel
- Affected Building to be Removed
- New Building

Existing Campus

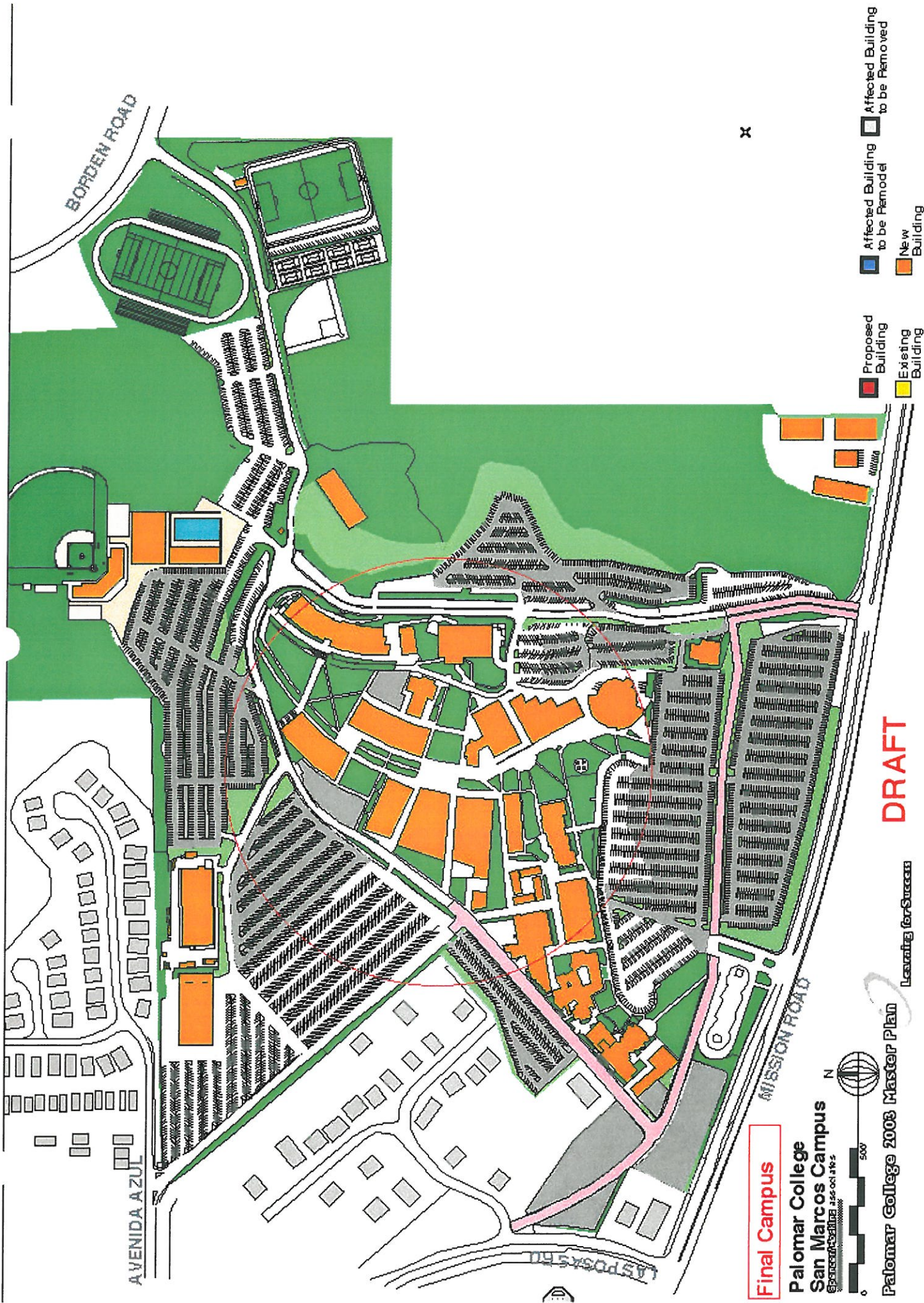
Palomar College
San Marcos Campus
EXISTING CAMPUS ASSOCIATES



Palomar College 2003 Master Plan

Learning for Success

DRAFT



Final Campus

**Palomar College
San Marcos Campus**

Approved by the Board of Trustees
June 15, 2003

Palomar College 2003 Master Plan

Learning for Success

DRAFT

- Affected Building to be Remodel
- New Building
- Proposed Building
- Existing Building